

## Home Study Referral Information for Agencies New to ACCI

**This information is for new referring agencies. When you submit your first referral, ACCI will customize a referral binder with your information and mail it to you. Expect two weeks for delivery.**

### INSTRUCTIONS

1. Fill in your client's information, being sure it is his/her mailing address.
2. Check which workbook is being assigned to this individual. For details regarding each workbook, refer to the enclosed blue card stock "Workbook Guide."
3. Fill in your information. This will be used to create a customized referral binder for you.
4. Remind your client that he/she has 48 hours to call in and register. (Circle)
5. Explain that the fee is due when the workbook is sent back for processing.
6. Have your client initial that he/she understands his/her obligations concerning this home study program.
7. Make a copy of the filled in referral form for your client, and fax the original to ACCI using the toll-free fax number. The original is for your files.

### **When ACCI receives your referral, we will do the following:**

- Fax back a "Quick Response" acknowledging your referral.
- Mail your client the assigned workbook with an instruction sheet and a return self-addressed envelope.
- Contact your client within 10 days after mailing to see if there are any questions, verify the date the workbook is to be returned, and verify that he/she has received it.
- Grade and certify incoming complete workbooks, notify you via fax of their compliance including a copy of their affidavit and evaluation page, and mail a completion certificate to them.
- If necessary, notify you of non-compliance 60 days from your referral; we will also include a complete history of our contacts with your client and any responses from him/her.

**NOTE: Available in the latter part of 2010, you'll be able to refer your clients on line and have 24/7 access to their files and status via our secure web site. In addition, for your clients with internet access, ACCI will provide a secure web site portal for them to register on line. We will also offer free aftercare in the form of pod casts, blogs, and links with helpful cognitive lifeskills tips on Facebook® and Twitter®.**

Questions? Contact Karen Nielson, Program Director at 1-800-316-0246.

Please Print and use a fine tipped, black ink pen:

Referred by:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ **1**

City/ST/Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: M F

Case #: \_\_\_\_\_

Violation: \_\_\_\_\_

**ACCI**  
**HOME STUDY**  
**REFERRAL FORM**

CHECK (✓):

- OFFENDER CORRECTIONS
- SUBSTANCE ABUSE
- ANGER MANAGEMENT **2**
- COGNITIVE APPRAISAL
- SEX OFFENCES
- 

PO: \_\_\_\_\_

Agency: \_\_\_\_\_ **3**

City/ST: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

ACCI's ID#: \*\* Assigned by ACCI

Date referred: / /

You are hereby assigned to ACCI's Home Study Course (as checked above) as a condition of your sentence or in agreement with this agency. To successfully complete this assignment, you must follow the instructions on this page and on the instruction sheet included with your workbook. Be sure to choose a coach, anyone 18 or older. You and your coach must work through the workbook together, answering all the questions, fill in the evaluations, and sign the affidavit at the back of the workbook. You must complete and mail the workbook by the "postmark due date" (see the instruction sheet included with your workbook) with your fee. **It is your responsibility** to return your copy of your completion certificate to your parole/probation officer.

This form has been faxed to ACCI's central office. Your information has been entered into a secure computer-tracking program. Failure to follow instructions, including not returning your completed workbook on time, will result in an automatic notification to your parole/probation officer.

**4**

**INSTRUCTIONS**

- You must call **800-317-1193**, within 48 hours of receiving this referral form to register. This is an answering service. When you call, be prepared to give **all** the information requested as found in the boxes above. Have this form with you when you call. NOTE: There is a **penalty of \$5 a day** for each day you go past the first **48 hours to register**.
- When this form is received by ACCI, you will be sent a home study workbook, as checked above. Each workbook comes with instructions and a pre-addressed return envelope. You are responsible for the postage to return your completed workbook First Class. Have the envelope weighed to ensure proper postage.
- Complete the workbook as directed. Include a **money order** for \$5 made payable to ACCI. **No checks. No credit cards.** When your completed workbook and money order are received, your workbook will be processed to verify completeness, then graded. Incomplete workbooks will be sent back to you.
- If you pass, ACCI will mail your completion certificate to you. If you want your workbook back, you must include a self-addressed envelope with the correct postage. This is not your average workbook. It normally takes 20 to 25 hours to complete. Start on it as soon as you get it. Don't put it off.

**5**

ACCI Home Study Workbooks are based on the latest research on how people improve and change. ACCI looks forward to receiving your evaluations and comments. When you return your completed workbook, **be sure** it is postmarked on or before the due date indicated.

**I have received a copy of this form and understand my obligations.**

\_\_\_\_\_

*Referred's Initials*

**6**

**For PO Use Only:** Fill in this form as accurately as possible. Be sure to give us a MAILING ADDRESS, if different from physical address. Give your probationer/parolee a copy. Fax this form to ACCI the same day the referral is made. ACCI will report back those who do and do not comply. ACCI's Toll Free Fax: **888-827-2158.**

**7**

Please Print and use a fine tipped, black ink pen:

Referred by:

Name: _____
Address: _____
City/ST/Zip: _____
Phone No.: _____
Date of Birth: _____ Gender: M F
Case #: _____
Violation: _____

**ACCI**  
**HOME STUDY**  
**REFERRAL FORM**  
CHECK (✓):

OFFENDER CORRECTIONS  
 SUBSTANCE ABUSE  
 ANGER MANAGEMENT  
 COGNITIVE AWARENESS  
 SEX OFFENCES  
 \_\_\_\_\_

PO: _____
Agency: _____
City/ST: _____
Phone No.: _____
Fax No.: _____
ACCI's ID#: ** Assigned by ACCI
Date referred:     /     /

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- When this form is received by ACCI, you will be sent a home study workbook, as checked above. Each workbook comes with instructions and a pre-addressed return envelope. You are responsible for the postage to return your completed workbook First Class. Have the envelope weighed to ensure proper postage.
- Complete the workbook as directed. Include a **money order** for \$85 made payable to ACCI. No checks. No credit cards. When your completed workbook and money order are received, your workbook will be processed to verify completeness, then graded. Incomplete workbooks will be sent back to you.
- If you pass, ACCI will mail your completion certificate to you. If you want your workbook back, you must include a self-addressed envelope with the correct postage. This is not your average workbook. It normally takes 20 to 25 hours to complete. Start on it as soon as you get it. Don't put it off.

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*Referred's Initials*

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